

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request consideration for a promotion to [Position Title] within [Department/Team Name].

Since joining [Company's Name] on [Start Date], I have taken on various responsibilities, including [mention specific tasks, projects, or achievements]. I believe my contributions have positively impacted our team and the company's goals.

I am eager to take on greater challenges and responsibilities, and I am confident that my skills and experiences align with the requirements of the [Position Title] role.

I would appreciate the opportunity to discuss my request further at your convenience. Thank you for considering my application.

Sincerely,
[Your Name]